

## GENERAL INFORMATION

### 1. Arrival to Fort Monroe.

a. All nominees and sponsors arrive and check-in to the Radisson Hotel Hampton NLT 1000 hours, 19 June 2005 to ensure sufficient preparation time for Competition Registration starting at 1200 hours. Summer IPFU is required for registration. The rooms will be available on 18 June 2005. You can contact the hotel at (757) 727-9700.

b. If arriving by air, arrive at the Newport News/Williamsburg or Norfolk International Airport. Airport Shuttle is available for approximately \$15.00 to \$40.00 per person. Save receipt for TDY reimbursement.

### 2. Billeting.

a. The Radisson Hotel Hampton, 700 Settlers Landing Rd, Hampton, VA 23669 can be contacted at (757) 727-9700. Room cost is \$101.00 per night. Claim the room tax as a separate reimbursable expense on your DD Form 1351-2 (TDY Voucher).

b. Hotel reservations can be made by calling 1-800-333-3333 (Ask for Hampton, Virginia) It is very important that you make your reservations no later than 12 May 2005. Inform the hotel that you will be attending the Drill Sergeant of the Year Competition when making your reservations. If anyone else from your installation plans to attend, ensure that they also make their reservation following the same guidance given. It is your responsibility to ensure that hotel reservations are made for nominees and sponsors NLT the above date. Reservations will not be made for you. If reservations are not made by the above date, due to other hotel functions, rooms may not be available and you may not be able to get the quoted price mentioned above.

c. The Radisson Hotel has a dining room, bar, and swimming pool. Your TDY orders should state that government quarters and mess are NOT available and include the Lodging Success Program Group non-availability number of 57130DS.

d. A shuttle bus will be set up to accommodate the competitors, sponsors, and spouses throughout the week. A schedule will be in your welcome packets once you arrive.

## GENERAL INFORMATION (pg 2)

e. Information on the Fort Monroe and Hampton Roads area can be obtained at web site [www.tradoc.army.mil/monroe](http://www.tradoc.army.mil/monroe) and [www.hamptonroads.com](http://www.hamptonroads.com).

3. Dinner Fee. A dinner fee will be collected during registration. The price of the dinner is not yet determined. You will be able to pay in cash or by check payable to TRADOC Protocol. A receipt will be issued for all funds. The dinner, held on 23 June 2005, is mandatory for all candidates and sponsors.

4. Ceremony.

a. The 2005 Drill Sergeant of the Year will be announced at the Drill Sergeant of the Year ceremony on Fort Monroe, 24 June 2005 at Continental Park, Fort Monroe, VA.

b. The uniform for the ceremony is Class A with short sleeve shirt, Campaign Hat/Bush Hat and all authorized awards and decorations unless a weather decision is made. In this case, the uniform will be Class B with all authorized awards and decorations and Campaign Hat.

c. The 2005 DSOYs will be honored at HQ, Department of the Army, at a later date to receive the Stephen Ailes and Ralph E. Haines Awards.

5. Uniforms Needed. The below listed uniforms will be needed for the week of events:

a. Class A and B uniform with all awards and decorations. No skirt required.

b. Army physical fitness uniform with running shoes (IPFU). No unit or personal physical fitness are authorized for the APFT, weigh-in, bodyfat taping or the DSOY Run.

c. BDU, combat boots, Pistol Belt and Campaign Hat/Bush Hat, LCE (one canteen w/cover, one 1<sup>st</sup> aid pouch, two ammo pouches and no flashlight, Kevlar and Ruck Sack with frame.

GENERAL INFORMATION (pg 3)

d. Civilian attire (slacks and open collar shirt/ dress or pantsuit) no tennis shoes, jeans or shorts for Icebreaker on 19 Jun 05, 1830 hrs.

e. Civilian attire (coat and tie/dress or pantsuit) for the dinner on 23 June 2005, 1700 hrs.

6. Guest Information.

a. If your spouse/guest plan to attend, you must contact SFC Fowler, 2004 Drill Sergeant of the Year, prior to departure from your home station. Each person attending the dinner on 23 June 2005 will be required to pay the same charge. The charge for the dinner will be determined at a later date.

b. Notify this office with a by-name roster of all persons attending NLT 12 May 2005 using the information in paragraph 2 of the memorandum.

7. Departure.

a. Departure may take place any time after 1500 hours, 24 June 2005. Allow 2 hours for travel to the airport.

b. The DSOY winners will stay an additional night at the same room rate to fulfill requirements. The winners will be conducting interviews and fulfilling administrative requirements immediately following the ceremony. The winners will also attend a dinner hosted by the 2004 AC/RC DSOYs. They may depart anytime on 25 June 2005.

8. Points of Contact for this memorandum are SFC Maynard (AC DSOY) at DSN 680-5839, COM 757-788-5839, CELL 757-753-2001, EMAIL [jason.maynard1@us.army.mil](mailto:jason.maynard1@us.army.mil) and SFC Fowler (RC DSOY) at DSN 680-2390, COM 757-788-2390, CELL 757-277-6841, EMAIL [jennifer.r.fowler@us.army.mil](mailto:jennifer.r.fowler@us.army.mil).